

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB01-26

Date: October 2, 2001
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TO: WORKFORCE INVESTMENT COMMUNITY

SUBJECT: WIA ADMINISTRATIVE REQUIREMENTS WORKSHOPS SCHEDULE

The purpose of this bulletin is to announce additional training workshops on Workforce Investment Act (WIA) Administrative Requirements. The Local Training Response Unit (LTRU), of the Workforce Investment Division, has designed a one-day session for both new staff and those with limited experience at the local workforce investment area level. The workshop will review: WIA Federal Uniform Administrative Requirements, Administrative Policies, Procedures and Costs, Local Procurement Systems, Property Requirements and Limitations, Audit Requirements, Grievance Procedures, Monitoring, Memorandums of Understanding, Documentation and Record Keeping, Equal Employment Opportunity and Americans with Disabilities Act, Fee for Service. In keeping with LTRU training guidelines, attendees may expect plenty of hands-on participation in this general training session.

The October 2nd pilot workshop in Sacramento filled within one day of its announcement in *WIA Information Bulletin 01-19*. Therefore, the attached list of workshops has been scheduled.

If you are interested in attending any of the scheduled workshops, please contact the person designated for each area directly. The workshops will be conducted from 9 a.m. to 4 p.m., are limited to 25 participants and will be filled on a first come, first served basis.

Additional workshops are in the planning stages; if your area is interested in hosting this workshop please contact Don MacMillan at (916) 654-8308, or e-mail dmacmill@edd.ca.gov.

/S/ BILL BURKE
Chief

Attachment

**Workforce Investment Division
Administrative Requirements Workshops Schedule
For October 2001 through January 2002**

DATE	LOCATION	CONTACT PERSON
10/23/01	Merced	Peggy Aldridge (209) 385-7349 Ext. 2041
11/01/01	Hawthorne	Joanne Presnell (310) 970-7700
11/06/01	Carson City	Teresa Brunner (310) 518-8172
11/13/01	San Francisco	Greg Marutani (415) 431-8700 Ext. 310
11/16/01	Imperial County	Allison Duran (760) 337-5007
11/27/01	Bakersfield	Brenda Rodriguez (661) 336-6940
11/29/01	Visalia	Ruth Medlin (559) 713-5236
12/05/01	Los Angeles County	Ellie Wolfe (213) 738-2204
01/08/02	Los Angeles County	Ellie Wolfe (213) 738-2204
01/09/02	Los Angeles County	Ellie Wolfe (213) 738-2204
01/16/02	Humboldt County	Dolly Cluver (707) 441-4634
01/23/02	San Diego	Karen Kuzmiak (619) 238-1445 Ext. 382
01/24/02	San Diego	Karen Kuzmiak (619) 238-1445 Ext. 382